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# MANUAL

FOR THE GUIDANCE OF THE



GRAND ARMY OF THE REPUBLIC.

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EDITION, AUGUST, 1881.



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# MANUAL

FOR THE GUIDANCE OF THE

## Grand Army of the Republic.

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Originally compiled by Comrades Robert B. Beath, Pennsylvania, Jas. L. Farley, New York, and Jos. F. Lovering, Massachusetts, (a Committee appointed in accordance with a Resolution of the National Encampment at Springfield, Mass., June 4, 1878), and adopted by the National Encampment at Albany, N. Y., June 18, 1879.

Revised in pursuance of the action of the National Encampment, at Dayton, Ohio, June 8 and 9, 1880.

ROBT. B. BEATH,  
GEO. B. SQUIRES,  
THEO. F. LANG, } Committee.

The Opinions of the Judge Advocate-General, I. to LXXIII., are numbered in accordance with the Reprint of Decisions as reported by Judge Advocate-General Douglas, 6th to 10th National Encampments, inclusive, compiled May, 1877.

Subsequent decisions are numbered and dated as reported in the Journal of Proceedings of the Sessions of the National Encampment.

The Page of Rules and Regulations follows reference to Article and Chapter.

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HEADQUARTERS GRAND ARMY OF THE REPUBLIC,

PHILADELPHIA, January 3, 1881.

APPROVED,

LOUIS WAGNER,

Commander-in-Chief.

OFFICIAL,

ROBT. B. BEATH,

Adjutant-General.

## ORGANIZATION.

The several constituted bodies of the Grand Army of the Republic are as follows:

- 1st. THE POST.
- 2d. THE DEPARTMENT.
- 3d. THE NATIONAL ENCAMPMENT.

They are herein treated in the order given.

## POSTS.

*Charters*—1. Formed by the authority of a Department Commander (or of the Commander-in-Chief, where no Department exists), on the application of not less than ten persons eligible to membership. Sec. 1, Art. I., Ch. II., Page 5. Sec. 1, 2, Art. I., Ch. V., Page 22.

Persons previously “dropped” from any other Post, unless reinstated, as required (Sec. 4, Art. IV., Ch. V., Page 25), cannot form part of a new Post. Op. XXXV., May 25, 1872. Op. XLII., Dec. 19, 1872. (See ADMISSION TO MEMBERSHIP, *Manual*.)

2. Can only act under a legal and unforfeited charter. Sec. 1, Art. I., Ch. II., Page 5.

3 Posts rank from date of charter under which they are working. Sec. 4, Art. I., Ch. II., Page 5.

4. Charters may be surrendered when less than ten members desire the continuance of a Post, upon proposition to surrender made at least four weeks prior to action thereon, and due notice to every member. In case of surrender or forfeiture of charter, all Post property must be turned over to A. Q. M. G. Sec. 3, Art. I., Ch. V., Page 22. Sec. 2, Art. I., Ch. II., Page 5.

Charters cannot be surrendered conditionally, or for a limited time. Op. XLIV., Jan. 14, 1873.

5. Charters may be suspended or annulled by the Department Commander, with advice and consent of the Council of Administration. Sec. 4, Art. I., Ch. V., Page 22.

6. Disbanded Posts may be re-organized, using the original name and number, unless these have been otherwise appropriated.

A new charter shall be issued without fee, bearing names of new as well as of the old members applying. Sec. 3, Art. I., Ch. II., Page 5.

*By-Laws*—7. May adopt By-Laws for their government not inconsistent with the R. and R., or Orders of National and Department Encampments. Art. X., Ch. II., Page 11.

Transmit MSS. of By-Laws to Department Headquarters for approval before printing. Matters governed by the R. and R. are not to be incorporated in Post By-Laws.

8. The By-Laws shall be signed by each recruit within a reasonable time after muster Op. LXVII., Sept. 3, 1875.

*Fees*—9. Posts, either by By-Laws or by vote at the last meeting in December, may assess a per capita tax. Sec. 3, Art. III., Ch. V., Page 25. None can be exempted from the payment of such tax except by reason of sickness or misfortune. Op. LX., April 18, 1874.

10. Posts may fix and alter the amount of the muster-in fee by their By-Laws. The amount shall not be less than one dollar. Sec. 8, Art. II., Ch. II., Page 7; Par. 1, Op. V., Aug. 14, 1871.

The fee forfeited by failure of applicant to present himself for muster within the stipulated time may be returned by the Post. Op. II., July 3, 1871.

*Fines*—11. Cannot provide by By-Laws for forfeiture of office. May inflict fines by the By-Laws, but this penalty on a P. C. would have to be recovered by court-marshal, convened by Dep. Commander. Op. XXIII., Feb. 3, 1872.

12. May by By-Law exclude suspended members from Post meetings. Op. XVI., Nov. 26, 1871.

13. May in certain cases refuse admission to members of other Posts, but not to Dep. Officers on duty. Op. XXXIV., April 20, 1872.

*Arrears*—14. In arrears for returns and dues must be excluded from representation in the Department Encampment. Sec. 2, Art. IV., Ch. V., Page 25.

When twenty days in arrears, to be published in General Orders. Res. Nat. Enc., June, 1881; Page 803 *Journal*.

*Relief*—15. Are required to establish a Relief Fund. Art. XII., Ch. V., Page 31.

*Meetings*—16. Must meet at least monthly. Special meetings may be convened by order of the P. C. Eight members constitute a quorum. Art. V., Ch. II., Page 8.

*Trustees*—Posts would do well to provide by By Law that moneys cannot be voted at special meetings, and that the business to be transacted be specified in the call.

17. A Council of Administration for Posts (as originally) is not now provided for in R. and R. Each Post may choose a Council or Trustees, and provide for their number, election, and duties.

*Miscellaneous*—18. Posts cannot close by a motion to *adjourn*. The Ritual must be followed. Op. XII., Feb. 27, 1878, Page 544, *Journal* 1878. Also, Op. 30, May 6, 1879, Page 621, *Journal* 1879.

19. Posts cannot ballot for several candidates collectively. Op. 27, March 29, 1879, Page 619, *Journal* 1879.

20. Posts must ballot on applications for membership even when the Com. report unfavorably. Op. 16, Aug. 2, 1878, Page 614, *Journal* 1879.

21. Until the written report of a Committee on an application is in the possession of the Post it cannot be acted upon. A verbal report from the Committee cannot be accepted. If the report is lost it would be allowable to supply a copy. Op. XXXVII., July 1, 1872.

22. Posts cannot hold "Executive Sessions." Op. XXXIV., April 20, 1872.

23. Public entertainments cannot be opened or closed according to the Ritual. Op. XLI., Dec. 7, 1872. Sec. 1, Art. XIII., Ch. V., Page 31.

24. Posts may admit properly qualified applicants without regard to their residence. "Unless such persons have made previous application for membership, no other Post has any jurisdiction in the matter." Op. XXXVI., June 5, 1872.

#### POST OFFICERS.

Named in Sec. 1, Art. VI., Ch. II., Page 9.

*Elected*—Sec 1, Art. VII., Ch. II., Page 9. Post Commander, Senior Vice Post Commander Junior Vice Post Commander, Quartermaster, Surgeon, Chaplain, Officer of the Day, Officer of the Guard.

*Appointed by the P. C.*—Adjutant, Sergeant-Major, Quartermaster-Sergeant. Sec. 1, Art. VII., Ch. II., Page 9.

*Titles of Address*—Each officer will be addressed only by the title of his office. All other members shall be addressed as comrades. Art. VIII., Ch. V., Page 29.

*Eligibility*—All members in good standing are eligible to office. Sec. 2, Art. VI., Ch. II., Page 9.

*Elections* are to be held on the first stated meeting in December of each year. Sec. 1, Art. VII., Ch. II., Page 9, and, except to fill vacancies (Sec. 3, Art. VII., Ch. II., Page 9), no previous notice is required. A majority of all the votes cast is necessary to elect. Votes cast for an ineligible candidate are not to be counted. Sec. 2, Op. LIX., Jan. 22, 1874.

Thus a vote cast for a comrade on a third ballot who received the lowest number of votes on the second ballot, when his name is to be dropped, is not to be counted.

*Representatives and Alternates* to Department Encampment (Art. IX., Ch. II., Page 11), elected on basis prescribed in Par. 3, Art. II., Ch. III., Page 12, their term commencing January 1st, for one year. Op. XVIII., Dec. 29, 1871.

Number based on returns of members in good standing for September 30th. Sec. 4, Art. II., Ch. III., Page 13.

Vacancies for representatives may be filled by election, as provided in Sec. 3, Art. VII., Ch. II., Page 9.

The place of representatives absent at the Department meetings will be filled by the regularly elected alternates in such relative order as may be prescribed by Post or Department Rules.

No proxies can be allowed. Op. 7, Jan. 12, 1880, Page 697, *Journal* 1880. Op. 11, Jan. 17, 1880, Page 699, *Journal* 1880.

*Past officers* who were elected to fill a vacancy, and served to the end of their term, are entitled to all the honors of a full term Op. 3, Dec. 17, 1879, Page 696, *Journal* 1880.

## POST COMMANDER.

General Duties. Art. VIII., Ch. II., Page 10.

SECTION 1. It shall be the duty of the Post Commander to preside at all meetings of the Post; to enforce a strict observance of the Rules and Regulations and By-Laws, and all orders from proper authority; to detail all officers and committees not otherwise provided for; to approve all orders drawn upon the Quartermaster for appropriations of money made and passed at a stated meeting of the Post; to forward the returns required by Chap. V., Art. II.; and to perform such other duties as his charge may require of him.

(See RETURNS AND REPORTS, *Manual*.)

Is a member of the Department Encampment during his term. Is expected to attend its meetings and advance generally the interests of the Order, and is responsible for the safe return of Department property in case of disbandment of Post. (*Installation Services*.)

Appoints on the night of installation the Adjutant, and, upon the recommendation of the Adjutant and Quartermaster, the Sergeant-Major and Quartermaster-Sergeant. Sec. I, Art. VII., Ch. II., Page 9.

Issues credentials to Representatives, forwarding copy to A. A. G. immediately after the election. Sec. 3, Art. II., Ch. III, Page 13. Blanks should be furnished by Department Headquarters.

Holds as Trustee the bond of the Quartermaster. Sec. 5, Art. VII, Ch. V., Page 29. (See BONDS, *Manual*.)

May be suspended by Department Commander when charges are preferred against him. Op. XLVI., March 24, 1873. Sec. 8, Art. VI., Ch. V., Page 28.

Can only be tried by court-marshal appointed by Department Commander. Sec. 3, Art. VI., Ch. V., Page 27.

Cannot suspend comrade against whom charges are preferred before conviction. Op. LXVI., July 30, 1875.

Has no power to pardon comrades condemned by sentence of Post C. M. Op. LXIV., March 16, 1875.

Must forward to Department Headquarters full proceedings of Post C. M. where the sentence is Dishonorable Discharge, but may confirm or disapprove sentences of lighter degree. Sec. 6, Art. VI., Ch. V., Page 28.

Cannot turn over command to a comrade not a member of the Post except an Inspecting or Mustered officer. Op. XIII., Feb. 27, 1878, Page 545, *Journal* 1878.

## GENERAL INSTRUCTIONS.

The Commander should be familiar with the R. and R., and with common parliamentary law.

The Rules of Order of National Encampment, Page 35 R. and R., with slight alterations, will answer nearly all practical purposes of a Post.

For a complete code on Congressional Rules and Practice, consult Wilson's Digest of Parliamentary Law. (Kay & Bros., Philadelphia.)

The Ritual should be memorized thoroughly.

The officers and guard should be drilled in the muster-in services in the intervals of Post meetings until perfect, and each officer should be prepared to act for the next highest officer in his absence.

Errors in the instruction of a recruit should not be *publicly* corrected, unless absolutely necessary, and then the instruction will be communicated by the P. C. in a low tone to the officer in fault, and care taken that the error be not repeated.

The Commander is responsible for the discipline of the Post when in session or on parade.

He will receive and respond to the proper salutations of members. If his attention be momentarily withdrawn, comrades must wait respectfully, and not call attention by rudely stamping the feet.

The General Orders, Printed Proceedings, etc., received by the P. C. from Headquarters are Post property, and after being read to the Post, on the meeting next after their receipt, will be properly filed and kept accessible to members.

In accordance with military usage, will conduct correspondence with Department Headquarters. (See *CORRESPONDENCE, Manual.*)

#### VICE-COMMANDERS.—Art. VIII., Ch. II., Page 10.

SEC. 2. The Vice Post Commanders shall perform such duties as are required of them by the Ritual, and in the absence of the Commander shall take his place in the order of their rank. If neither of them are present, the Post shall elect a Commander *pro tempore*.

#### THE ADJUTANT.—Art. VIII., Ch. II., Page 10.

SEC. 3.—The Adjutant shall keep in books properly prepared :

1. The Rules and Regulations of the Grand Army of the Republic and the By-Laws of the Post, to be signed by every comrade on his becoming a member.

2. A Descriptive Book, ruled to embrace every fact contained in the application as well as the date of acceptance and muster, and a column for general remarks.

3. A Journal of the proceedings of the Post, after the same shall have been corrected and approved.

4. An Order Book, in which shall be recorded all orders and circulars issued by the Post Commander.

5. A Letter Book.

6. An Indorsement and Memorandum Book.

7. A Blank Book, in which shall be recorded the names of all rejected candidates, and also of all members of the Grand Army who have been dishonorably discharged.

He shall attest by his signature all actions of the Post, and draw all orders on the Quartermaster, to be approved by the Post Commander; shall notify in writing newly-elected members, and shall, under the direction of the Post Commander, prepare all reports and returns required of him. He shall perform such other duties as appertain to his office, and shall transfer to his successor without delay all books, papers and other property.

(See *RETURNS AND REPORTS, Manual.*)

The Adjutant may be styled the *right hand* of the Commander. Much of the efficiency of the Post depends on the manner in which his duties are performed. He should be able to refer promptly to the records of preceding action of the Post, to communications, and Orders received.

The *Journal* should be ruled down the outer margin of each page, leaving one and one-half inches of space to index the headings of each item of business.

The minutes should not be entered on the *Journal* until after they have been read to the Post for correction.

When the minutes are read the P. C. will say: "If there is no objection the minutes will stand approved as read \* \* \* They are so approved."

If it is desired to change any action of the Post, a motion to do so by striking from the minutes cannot be entertained. It must be done by a motion to *reconsider* under *new business*. See also Op. 28, March 29, 1879, Page 620, *Journal* 1879.

These minutes should recite in detail the *action of the Post*.

The name of the proposer of any business should be always given.

The substance of remarks or discussions need not be noted unless specially required.

Lengthy communications or reports need not be entered in full unless so directed, but a brief synopsis of each should be given, and the papers then numbered and filed for reference.

Important and lengthy resolutions should be committed to writing by the proposer.

Resolutions accompanying a report should be entered in full.

The General Orders are to be read in place and then filed, unless action thereon is called for. Nat. and Dept. Orders should be preserved in *Binders* for handy reference and as Post property.

The Adjutant recommends the Sergeant-Major for appointment by the P. C. He details the guards under orders of the P. C., including Inside and Outside Sentinels.

#### QUARTERMASTER.—Art. VIII., Ch. II., Page 11.

SEC. 4. The Quartermaster shall hold the funds, securities, vouchers, and other property of the Post, and fill all requisitions drawn by the Adjutant and approved by the Post Commander; he shall collect all moneys due the Post, giving his receipt therefor; he shall keep an account with each member, and notify all comrades in arrears; he shall render a monthly account in writing to the Post of its finances, which shall be referred to an auditing committee appointed by the Post. He shall make and deliver to the Post Commander all reports and returns required of Post Quartermasters by Ch. V., Art. II., and shall deliver to his successor in office, or to any one designated by the Post, all moneys, books, and other property of the Post in his possession, or under his control. He shall give security for the faithful discharge of his duties as provided in Ch. V., Art. VII.

(See RETURNS AND REPORTS, *Manual*.)

The Q. M. requires a Cash Book, Ledger, and Receipt Book.

On the *Cash Book* should be noted each payment as made, and the entries should be read before adjournment to allow corrections.

The *Receipt Book* should also carry forward on the stubs the total receipts.

The *Requisitions* or Orders duly received by the party to whose order they are drawn are his vouchers for payment, and the total of these deducted from the Receipts gives balance Cash on hand.

Some pages of the Cash Book should be ruled for a summary of Disbursements, giving No of Requisition, date, for whom drawn, for what account, and amount, so as to be always ready for reference.

The Q. M. recommends the Quartermaster-Sergeant for appointment by the P. C.

The Q. M. S. should fill out the Receipts as payments for dues are made by comrades, and entered in the Cash Book, and after signature by Q. M. hand them to the comrades.

FORM FOR RECEIPT BOOK.

Post No. . . . .	\$	c.	\$ . . . . . Headquarters—Post No . . . . .
Date . . . . .			· · · · · 188
From . . . . .			Received of Comrade . . . . .
			· · · · · dollars . . . . . cents
Dues to . . . . .			for dues to . . . . .
			· · · · ·
Posted Ledger Page . . .			Quartermaster.
			[Keep this Receipt.]

Quartermasters are required to give bonds for the faithful performance of their duties. Art. VII., Ch. V., Page 29. (See BONDS, *Manual*.)

SURGEON.—Sec. 5, Art. VIII., Ch. II., Page 11.

The Surgeon is required to make a complete return quarterly on blanks of Form F relative to the wounds or disabilities of each recruit. (See RETURNS AND REPORTS, *Manual*.)

For this purpose he will see that the form now appended to each Application is properly filled at muster-in, making a clear statement of the nature of any disabilities the result of service.

If no record has been made for the present members of the Post, the Surgeon should at once remedy the omission.

The visitation of sick comrades by the Post Surgeon must be governed by the circumstances of each case. Professional etiquette may prevent his visiting a comrade unless by special request of the attending physician.

He can, however, do a *good* work in the visitation of the poor and afflicted who rightly look to the Grand Army for help.

## CHAPLAIN.—Sec. 6, Art. VIII., Ch. II., Page 11.

The Chaplain shall officiate at the opening of the Post and at the funeral of Comrades when attended by the Post, and perform such other duties in connection with his office as the Post may require.

(See RITUAL AND SERVICES.)

OTHER OFFICERS.—The Officer of the Day (Sec. 7, Art. VIII., Ch. II., Page 11) will see that the equipments and paraphernalia of the Post are in proper place. He conducts the examination of visitors in the ante-room.

He will have charge of the ballot-box during the election of members, presenting the same to the P. C. for his announcement of the result.

After placing the ballot-box on the altar, the O. D. will take position two paces to the right of the altar and face the P. C.

He instructs the recruit in the unwritten work, which should be carefully memorized and be given clearly and plainly. (See INSTRUCTIONS IN RITUAL.)

The Officer of the Guard has charge of the Guard and Sentinels. He directs the admission of members of the Post with the countersign. Visiting Comrades and members without the countersign will be reported to the P. C. for his orders.

No one is to be admitted to the Post without the countersign unless personally and positively vouched for by a member in the room.

No one should be admitted during the opening or muster-in services.

( See RITUAL.)

The Sergeant-Major (Sec. 8) assists the Adjutant.

The Quartermaster-Sergeant (Sec. 8) assists the Q. M.

## DEPARTMENTS.

*Organization of Departments* provided for by Sec. 1, Art. I., Ch III., Page 12.

*Provisional Departments* may be organized by the Commander-in-Chief in States or Territories where the Grand Army of the Republic is not established. Sec. 1, Art. X., Ch. V., Page 30.

*Departments* may be formed when six Posts are organized. The Commander-in-Chief will issue orders for a meeting for this purpose. Sec. 2, Art. X., Ch. V., Page 30. The Commander-in-Chief may organize a Department with less than six Posts if satisfied that a State or Territory has not a sufficient number of soldiers or sailors to organize that number of Posts. Sec. 1, Art. I., Ch. III., Page 12.

The National Encampment at its annual session, or the Commander-in-Chief, with consent of the C. of A., may at any time revoke the charter of a Department which for three-quarters of a year has failed to forward its reports or dues, and may remand such Department to a provisional condition. Sec. 6, Art. I., Ch. V., Page 23.

Department charters are to be signed by the Commander-in-Chief and countersigned by the A. G. A charter fee of twenty dollars is to be paid. Sec. 5, Art. I., Ch. V., Page 22.

### DEPARTMENT ENCAMPMENT.—Art. II., Ch. III., Page 12.

Is composed of the officers named in Sec. 2, Art. IV., Ch. III., Page 13, viz: Commander, Senior Vice-Commander, Junior Vice-Commander, Assistant Adjutant-General, Assistant Quartermaster-General, Inspector, Judge Advocate, Chief Muster-Officer, Medical Director, Chaplain, and Council of Administration, and as per Par. 1, Art. II., Ch. III., Page 12.

“ All Past Department Commanders who have served for a full term of one year, or who having been elected to fill a vacancy, shall have served to the end of the term, so long as they remain in good standing in their respective Posts; and all Past Post Commanders so long as they remain in good standing in their respective Posts in such Departments as have so decided by a two-thirds vote at an annual meeting.

“ 2d. All the Post Commanders for the time being throughout its jurisdiction (in the absence of the Post Commander, the Senior or Junior Vice-Commander may act;) and

“ 3d. Members selected by ballots by the several Posts in the ratio of one for every fifty members in good standing, and of one additional member for a final fraction of more than half that number in Departments having three thousand members or more; but in those Departments having a membership of less than three thousand the ratio shall be one representative for every twenty-five members in good standing, and one additional representative for a final fraction of more than half that number. But each Post, whatever its numbers, shall be entitled to choose at least one member. These elected members, and an equal number of alternates, shall be chosen at the time and in the mode of electing officers of Posts, at the first stated meeting in December, and shall serve during the year, commencing on the first day of January

following. Any vacancies that may occur shall be filled in the same manner as provided in Sec. 3, Art. VII., Ch. II., Page 9.

*"Credentials."*—They shall be furnished with credentials signed by the Post Commander and Post Adjutant, a copy of which shall be forwarded immediately after the election to the Assistant Adjutant-General of the Department.

*"Arrears."*—But all Posts in arrears for reports or dues shall be excluded for the time being from representation, either by Post Commander or otherwise, in the Department Encampment.

"4th. The number of representatives to which each Post is entitled shall be determined by the quarterly report (Sept. 30th) last preceding the election."

Where reports have been made and forwarded and have not been received at Headquarters, representatives may be admitted if the Encampment is satisfied on that point Op. XLIX., April 23, 1873.

A Past P. C., on removal by transfer to a Department other than that in which he served as P. C., is not entitled to a seat and vote in the Encampment to which he is transferred. Op. 9, Jan. 17, 1880, Page 699, *Journal* 1880.

No election for Representatives can be held after the first meeting in December (note to Op. I.I., April 28, 1873) except to fill vacancies as provided in Sec. 3, Art. VII., Ch. II., Page 9.

Posts mustered after January 1st can be represented in the Annual Encampment of that year by P. C. only.\* Sec. 2, Art. II., Ch. III., Page 12, constitutes as members all the P. C.'s for the time being.

In the absence of the P. C., the S. V. C., or J. V. C., may represent the Post.

Representation in Dep. Encampment is based on returns of members in good standing in Posts, Sept. 30th. Res. N. E., Page 559, *Journal* 1878. Sec. 4, Art. II., Ch. III., Page 13.

*Representatives* to the National Encampment shall be chosen from Comrades of the Department, as provided in Sec. 2, Art. II., Ch. IV., Page 17. Representation in National Encampment is based on returns for Dec. 31st.

The Department Encampment shall assess a *per capita* tax at the annual session. Sec. 2, Art. III., Ch. V., Page 24.

#### MEETINGS.—Art. III., Ch. III., Page 13.

SECTION I. There shall be an annual meeting of each Department Encampment between January 1st and May 1st of each year, and a semi-annual meeting, if so determined at the annual meeting of the Department, or by the Council of Administration.

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\* Res. Nat. Encamp., Cleveland, Page 197 *Journal*. On the admission of Representatives from Posts mustered after January 1st, admitted to an Annual Encampment.

WHEREAS, It has come to the knowledge of this N. E. that certain Departments have heretofore innocently admitted to representation in their Encampments delegates not legally elected and qualified; therefore

*Resolved*, That such admission of improperly elected delegates be declared in violation of the R. and R., and therefore void and of no effect.

SEC. 2. Special meetings may be convened by order of the Commander, by and with the advice and consent of the Council of Administration, provided that no business except that specified in the order for such special meeting shall be transacted thereat; and no alterations affecting the general interests of the Department shall be made at a special meeting.

In case of failure to hold an Encampment for election of Officers the Commander-in-Chief may order the Department Commander to call such meeting or may take jurisdiction of the whole matter. Op. IX., Sept. 15, 1871.

By-Laws.—Art. X., Ch. III., Page 16.

Department Encampments may adopt By-Laws for the government of the Department, not inconsistent with these Rules and Regulations or the By-Laws or orders of the National Encampment, and may provide for the alteration or amendment thereof.

OFFICERS.—Sec. 2, Art. IV., Ch. III., Page 13.

*Elected.*—Art. V., Ch. III., Page 14. Commander, Senior Vice-Commander, Junior Vice-Commander, Medical Director, Chaplain, Council of Administration. They are to be elected at the annual meeting in the manner prescribed for the election of officers of Posts in Sec. 2, Art. VII., Ch. II., Page 9.

*Appointed* by the Department Commander. Sec. 1, Art. VI., Ch. III., Page 14. Assistant Adjutant General, Assistant Quartermaster-General, Inspector, Judge-Advocate, Chief Mustering Officer. These Officers may be removed at the pleasure of the Commander. Sec. 1, Art. VI., Ch. III., Page 14.

These officers enter on their duties immediately after the adjournment of the meeting at which they were chosen, and hold office until their successors are duly installed. Sec. 2, Art. V., Ch. III., Page 14. See Op. IX., Sept. 15, 1871.

A Department officer is entitled to all the rights and privileges of any other member of his Post. . . . May be an officer of the Post, and whilst so serving is under its jurisdiction. Op. 5, Jan. 6, 1880, Page 696, *Journal* 1880.

*Vacancies* in elective offices may be filled by the Council of Administration. Sec. 3, Art. V., Ch. III., Page 14.

DEPARTMENT COMMANDER —Art. VI., Ch. III., Page 14.

SECTION 1. The Department Commander shall, immediately after entering upon his office, appoint an Assistant Adjutant-General, an Assistant Quartermaster-General, an Inspector, a Judge-Advocate, and a Chief Mustering Officer, and may remove these officers at his pleasure. He may appoint as many Assistant Inspectors on the nomination of the Inspector of the Department, and as many Aides-de-Camp as he may deem necessary. He shall preside at all meetings of the Department Encampment and Council of Administration, shall forward the reports and dues to National Headquarters, and see that all orders received from thence are properly

published and obeyed; shall issue suitable charters to all Posts organized in his Department, and perform such other duties as are incumbent on officers of like position.

(See RETURNS AND REPORTS, *Manual*.)

He is *ex-officio* a member of the National Encampment. Sec. 1, Art. II., Ch. IV., Page 17.

Holds as Trustee the Bonds of the A. A. G. and A. Q. M. G. Sec. 5, Art. VII., Ch. V., Page 29. (See BONDS, *Manual*.)

Names selected for Posts must be submitted for his approval. Par. 1, Art. III., Ch. I., Page 4.

A Past Department Commander who receives an honorable discharge, severs his connection with the Order, and cannot, on rejoining as a recruit, assume the honors of that position. Op. 21, Dec. 5, 1878, Page 615, *Journal* 1879.

A Past Department Commander, whose Post has become disorganized, regains his seat in the National and Department Encampments when his Post resumes its good standing in the Order. Op. LXX, Dec. 30, 1875.

#### VICE DEPARTMENT COMMANDERS.—Art. VI., Ch. III., Page 14.

SEC. 2. The Vice-Commanders shall assist the Commander by counsel or otherwise, and in his absence or disability they shall fill his office according to seniority.

Are members of the National Encampment. Sec. 2, Art. II., Ch. IV., Page 17.

#### THE ASSISTANT ADJUTANT-GENERAL.—Art. VI., Ch. III., Page 14.

SEC. 3. The Assistant Adjutant-General shall keep correct records of the proceedings of the Department Encampment and of the Council of Administration; he shall conduct the correspondence and issue all orders under direction of the Commander, draw all requisitions upon the Assistant Quartermaster-General, make out all returns to National Headquarters and transmit the same, through the Department Commander, to the Adjutant-General, countersign all charters issued by the Commander, keep an Order Book, a Letter Book, an Indorsement and Memorandum Book, and files of all orders, reports, and correspondence received and remaining in his office, and perform such other duties and keep such other records in connection with his office as may be required of him by the Commander or the Department Encampment. He shall receive as compensation for his services such sum as the Department Encampment may from time to time determine.

(See RETURNS AND REPORTS, *Manual*.)

Countersigns Post Charters. Sec. 1, Art. I., Ch. V., Page 22.

Required to make a full report to the Department Encampment, and when retiring from office to deliver to his successor all moneys, books, and other property of the Department in his possession or under his control. Sec. 10, Art. VI., Ch. III., Page 15.

Is a member of the National Encampment. Sec. 2, Art. II., Ch. IV., Page 17.

ASSISTANT QUARTERMASTER-GENERAL.—Sec. 4, Art. VI., Ch. III., Page 15.

Shall hold the funds, securities, vouchers, and property of the Department, and fill all requisitions drawn by the Assistant Adjutant-General and approved by the Commander, and shall give good and sufficient security, to be approved by the Council of Administration, for the faithful discharge of his duties.

(See RETURNS AND REPORTS, *Manual*.)

Shall give Bonds in a sum and with sufficient sureties, Sec. 2, Art. VII., Ch. V., Page 29, to be approved by C. of A. (See BONDS, *Manual*.)

INSPECTOR.—Sec. 5, Art. VI., Ch. III., Page 15.

Receives the reports of Inspections of Posts (Form II), as provided in Art. V., Ch. V., Page 26, and makes a consolidated report (Form E) to the Department Commander and Inspector-General. Nominates Assistant Inspectors for appointment by the Department Commander.

(See RETURNS AND REPORTS, *Manual*.)

(See INSPECTION, Art. V., Ch. V., Page 26.)

JUDGE-ADVOCATE.—Sec. 6, Art. VI., Ch. III., Page 15.

Passes upon questions referred to him by the Department Commander.

(See APPEALS, *Manual*.)

CHIEF MUSTERING OFFICER.—Sec. 6, Art. VI., Ch. III., Page 15.

No special duties are assigned this officer by the R. and R. In some Departments he directs the appointment of comrades to install the officers of Posts. He will act under the orders of the Department Commander.

MEDICAL DIRECTOR.—Sec. 7, Art. VI., Ch. III., Page 15.

Receives and consolidates the returns of Post Surgeons made on Form F.

(See RETURNS AND REPORTS, *Manual*.)

CHAPLAIN.—Sec. 8, Art. VI., Ch. III., Page 15.

#### COUNCIL OF ADMINISTRATION.

Is composed of the officers named in Sec. 2, Art. IV., Ch. III., Page 13, and five members elected by ballot by the Department Encampment.

SEC. 9. The Council of Administration shall have charge of the working interests of the Department, shall audit the accounts of the various officers, shall keep a full and detailed record of its proceedings, and shall present the same for the consideration of the Department Encampment at each stated meeting thereof. Art. VI., Ch. III., Page 15.

[The Council should hold a meeting prior to the Encampment, and examine thoroughly the vouchers and accounts of the officers receiving and disbursing moneys and make such recommendations as may seem necessary.]

Fills vacancies in elective officers of the Department. Sec. 3, Art. V., Ch. III., Page 14.

Approves Bond of A. Q. M. G. Sec. 4, Art. VI., Ch. III., Page 15.

#### GENERAL PROVISIONS.—Art. VI., Ch. III., Page 15.

SEC. 10. The various staff officers shall make to the Department Encampment, at each stated meeting, full and complete reports in writing of the operations of their departments, and when retiring from office shall deliver to their successors all moneys, books, and other property of the Department in their possession or under their control.

#### PROVISIONAL DEPARTMENTS.

*Organization*, Art. X., Ch. V., Page 30.

The Commander and A. A. G. will represent the Department in National Encampments. Par. 2, Sec. 1, Art. II. Ch. IV., Page 17.

Prov. Commanders are limited to the staff officers named in the above Article. The Inspector-General may nominate assistants in Prov. Departments if he deem it necessary. Op. XIV., Oct. 19, 1871.

# NATIONAL ENCAMPMENT.

Ch. IV., Page 17.

THE ENCAMPMENT.—Art. II., Ch. IV., Page 17.

SECTION 1. The National Encampment shall be composed,

1st. Of the Commander-in-Chief, Past Commanders-in-Chief, and Past Vice-Commanders-in-Chief, so long as they remain in good standing in their respective Posts, and the other officers named in Art. IV., Sec. 2, of this Chapter (Senior Vice Commander-in-Chief, Junior Vice Commander-in-Chief, Adjutant-General, Quartermaster-General, Inspector-General, Judge Advocate General, Surgeon-General, Chaplain-in-Chief, and Council of Administration. Sec. 2, Art. IV., Ch. V., Page 18).

2d. Of the Commanders, Vice-Commanders, and Assistant Adjutant-Generals of the several Departments, and the Commander and Assistant Adjutant-General of each Provisional Department for the time being (for whom no proxy or substitute can act).

3d. Of Past Department Commanders who have served for a full term of one year, or who, having been elected to fill a vacancy, shall have served to the end of the term, so long as they remain in good standing in their several Posts; and

4th. Of one representative-at-large from each Department, and one representative for each one thousand members in good standing therein, and one additional representative for a final fraction of more than one-half of that number; such representatives to be elected by the Department Encampment, as provided in Ch. III., Art. IX. Any Department having less than one thousand members, and more than five hundred, shall be entitled to one representative in addition to one representative-at-large.

*Election of Representatives.*—SEC. 2. These representatives shall be elected at the time and in the mode of electing officers of Departments, and their number shall be ascertained and fixed by the last preceding return of members entitled to be counted in representation, as filed with the Adjutant-General (December 31st). Each Department shall also elect, in the same manner and at the same time, an equal number of alternates. Only these representatives or their alternates shall be admitted to seats.

*Credentials.*—They shall be furnished with credentials signed by the Commander and Assistant Adjutant-General, a copy of which shall be forwarded to the Adjutant-General immediately after their election.

*Arrears.*—SEC. 3. Whenever Posts are in arrears, their entire membership shall not be counted for representation in the National Encampment.

SEC. 4. Departments and Provisional Departments in arrears for reports or dues shall be excluded from all representation in the National Encampment until the same are forwarded.

**RULES AND REGULATIONS.**—The supreme power of this Association is lodged in the National Encampment. Art. I, Ch. IV., Page 17.

It, only, has power to alter or amend the Rules and Regulations or Ritual.

Proposed amendments must be duly forwarded to National Headquarters, so that copies may be furnished to each member at least thirty days before the annual meeting. Res. Nat. Encampment, Page 643, *Journal* 1879.

## MEETINGS.—Art. III., Ch. IV., Page 18.

SECTION 1. The stated meeting of the National Encampment shall be held annually, between the second Wednesday in May and the first Wednesday in July, as may be fixed by the Commander-in-Chief, by consent of the Council of Administration, and at such place as shall have been determined at the previous stated meeting.

SEC. 2. Special meetings may be convened by order of the Commander-in-Chief, by and with the advice and consent of the National Council of Administration.

## OFFICERS.—Sec. 2, Art. IV., Ch. IV., Page 18.

*Elected* by National Encampment: Commander-in-Chief, Senior Vice Commander-in-Chief, Junior Vice Commander-in-Chief, Surgeon-General, Chaplain-in-Chief, and Council of Administration. Sec. 1, Art. V., Ch. IV., Page 19.

*Appointed* by Commander-in-Chief: Adjutant-General, Quartermaster-General, Inspector General, Judge Advocate-General. Sec. 1, Art. VI., Ch. IV., Page 19.

Art. V., Ch. IV., Page 19.

SEC. 2. They shall enter upon the duties of their respective offices immediately after the adjournment of the meeting at which they were elected, and shall hold office until their successors are duly installed.

SEC. 3. Vacancies occurring during the year shall be filled by the Council of Administration.

All members in good standing shall be eligible to any office in the G. A. R. Sec. 2, Art. III., Ch. IV., Page 18.

## THE COMMANDER-IN-CHIEF.—Art. VI., Ch. IV., Page 19.

SECTION 1. The Commander-in-Chief shall enforce the Rules and Regulations of the Grand Army of the Republic, and the orders of the National Encampment and Council of Administration, and for this purpose he may issue such orders as may be necessary.

He shall preside in the National Encampment and Council of Administration, decide all questions of law or usage, subject to an appeal to the National Encampment; approve all requisitions properly drawn on the Quartermaster-General, and shall hold all securities given by National officers, as trustee for the Grand Army of the Republic. He shall appoint, immediately after entering upon his office, the Adjutant-General, the Quartermaster-General, the Inspector-General, the Judge Advocate-General, and Assistant Adjutant-General, as many Assistant Inspectors-General, on the nomination of the Inspector-General, and as many Aides-de-Camp as he may deem necessary. He shall appoint all other National officers and committees not otherwise provided for. He shall promulgate through the proper officers the National countersign, and may change the same at his discretion, and shall issue to all Departments, regularly organized, suitable charters and appoint Provisional Commanders in States and Territories where there is no Department Organization.

May permit the introduction of any novelty in the muster-in service approved by him, on its submission by a vote of a Department, provided it shall not require any change in the printed matter of the Ritual.

May dispense with the requirements for quarterly reports, if so requested by a vote of any Department Encampment, and require the same only semi-annually for the terms ending June and December. Res. Nat. Encampment, Cleveland, 1872, Page 199, *Journal*.

Commander-in-Chief may authorize translations of the Ritual. Op. VII., Sept. 12, 1871.

May order convening of Department Encampment, for the election of officers, if the Department organization fails to meet as provided. Op. IX., Sept. 15, 1871.

Cannot remand a Department to a Provisional condition when it is reduced to a less number of Posts than are required to *organize* a Department. Op. X., Sept. 15, 1871. But, with consent of Council of Administration, may revoke the charter of a Department failing to make reports for three-quarters of a year, and remand such Department to a Provisional condition. Sec. 6, Art. I, Ch. V., Page 23.

Cannot fill vacancy in Nat. C. of A. occurring between sessions. Op. XXV., Feb. 3, 1872.

#### VICE COMMANDERS-IN-CHIEF.—Art. VI., Ch. IV., Page 20.

SEC. 2. The Vice Commanders-in-Chief shall assist the Commander-in-Chief by counsel or otherwise, and in his absence or disability they shall fill his office according to seniority.

As *Past* officers, are members of the National Encampment so long as they remain in good standing in their respective Posts. Sec. 1, Art. II., Ch. IV., Page 17.

#### ADJUTANT-GENERAL.

SEC. 3. The Adjutant-General shall keep correct records of the proceedings of the National Encampment and Council of Administration; he shall conduct its correspondence and issue the necessary orders, under the direction of the Commander-in-Chief. All returns received by him from Departments shall be turned over to the proper officers.

He shall prepare all books and blanks required for use of the Grand Army of the Republic, and shall distribute the same, under the direction of the Commander-in-Chief, charging the several Departments a reasonable and uniform price for all books and blanks furnished for their use. He shall draw requisitions on the Quartermaster-General, to be approved by the Commander-in-Chief, and shall perform such other duties and keep such other books and records as the Commander-in-Chief or the National Encampment may require of him. He shall give security for the faithful discharge of his duties, to be approved by the Commander-in-Chief, and shall receive as compensation for his service such sum as the National Encampment may from time to time determine.

(See RETURNS AND REPORTS, *Manual*.)

#### QUARTERMASTER-GENERAL.

SEC. 4. The Quartermaster-General shall hold the funds, securities, and vouchers of the National Encampment, and fill all requisitions drawn upon him by the Adjutant-General and approved by the Commander-in-Chief. He shall give good

and sufficient security, in a sum to be approved by the Council of Administration, for the faithful discharge of his duties, and shall receive such compensation for his services as the National Encampment may from time to time determine.

(See RETURNS AND REPORTS, *Manual.*)

#### INSPECTOR-GENERAL.

SEC. 5. The Inspector-General shall perform such duties as are required of him by Ch. V., Art. V., and shall receive such compensation for his services as the National Encampment may from time to time determine.

(See RETURNS AND REPORTS, *Manual.*)

#### SURGEON-GENERAL.

SEC. 6. The Surgeon-General shall perform the duties properly appertaining to that office.

(See RETURNS AND REPORTS, *Manual.*)

#### CHAPLAIN-IN-CHIEF.

SEC. 7. The Chaplain-in-Chief shall perform such duties in connection with his office as the Commander-in-Chief or the National Encampment may require.

#### JUDGE ADVOCATE-GENERAL.

SEC. 8. The Judge Advocate-General shall perform the duties belonging to that office.

#### GENERAL PROVISIONS.—Page 21.

SEC. 10. The several staff officers shall present to the National Encampment at each annual session full and detailed reports in print of the operations of their respective Departments, and when retiring from office shall deliver to their successors all moneys, books, and other property of the Grand Army of the Republic in their possession or under their control.

NATIONAL COUNCIL OF ADMINISTRATION.—Sec. 2, Art. IV., Ch. IV., Page 18, and Sec. 9, Art. VI., Ch. IV., Page 21.

Consists of the officers of the National Encampment named in the above section and one comrade from each Department, to be chosen by the National Encampment.

SEC. 9. The National Council of Administration shall meet as may be determined by the National Encampment at their stated meeting, and at such other times and places as the Commander-in-Chief may order, and ten members shall constitute a quorum. It shall audit the accounts of the various National officers, may propose plans of action, and shall represent in all matters the National Encampment in the interval between its sessions. It shall keep full and detailed records of its proceedings, and present the same as its report at the stated meeting of the National Encampment for the consideration of that body.

The Council of Administration, by resolution of National Encampment, Page 475, *Journal* of 1877, is directed to meet immediately after adjournment of Encampment, and select a smaller number to act during the interim. (See note to Art. VI., Ch. IV., Page 21.)

Approves bond of Q. M. G. Sec. 4, Art. VI., Ch. IV., Page 20.

*Vacancies* (in elected officers) occurring during the year shall be filled by the C. of A. Sec. 3, Art. V., Ch. IV., Page 19.

## GENERAL.

### ADMISSION TO MEMBERSHIP. (See ELIGIBILITY, *Manual*.)

*By muster*, Art. II., Ch. II., Pages 5-7.

*By transfer*, Art. III., Ch. II., Page 7.

Application for membership must be made on the blanks furnished by National Headquarters. The Post Commander must see that they are properly filled up before presentation to the Post.

Application on transfer card must be made on the usual blank, accompanied by the transfer card.

Applicants must be balloted for whether the Committee report favorably or unfavorably. Op. 16, Aug. 2, 1878, Page 614, *Journal* 1879.

Except under dispensation from the Commander-in-Chief or the Department Commander, committees on applications *cannot* report at the meeting when appointed, but must report at a *subsequent* meeting. The election of an applicant at the meeting on which his application is received, without dispensation, is *illegal*. Op. XI., Sept. 29, 1871.

The election of a previously rejected candidate without the consent of the Post that rejected him (Sec. 5, Art. II., Ch. II., Page 6), is *illegal*. Op. LXXII., March 22, 1876.

If the Post to which an applicant for reinstatement belonged is disbanded, application may be made to any other Post upon payment to Department Headquarters of amount due the Post. Op. 6, Jan. 5, 1880, Page 697, *Journal* 1880; also note to Art. IV., Ch. V., Page 25.

A ballot may be set aside by the Department Commander before muster on ascertaining that the applicant was an unfit person to be received, and the committee ordered to make a further investigation. Op. LVII., Oct. 29, 1873.

When a discharge is presented bearing evidence of having been procured by fraud, we are warranted in inquiring how it was obtained. Op. LIV., July 19, 1873.

Applicants must present themselves for muster within three months of their election, but the Commander-in-Chief or Department Commander may grant a dispensation waiving this rule in a particular case. Sec. 7, Art. II., Ch. II., Page 7.

The Commander-in-Chief or Department Commander may detail a staff officer or comrade to muster applicants residing outside the territorial limits of a Post. Sec. 9, Art. II., Ch. II., Page 7.

An admission fee of not less than one dollar is required from each applicant. Sec. 8, Art. II., Ch. II., Page 9. By-Laws may prescribe any larger sum. Par. 1, Op. V., Aug. 14, 1871. The fee forfeited by failure of applicant to present himself

for muster within the prescribed time may be returned if the Post deem the circumstances require it. Op. II., July 3, 1871.

Members under the old grade system who did not take the obligation of the third grade must now make a new application. Sec. 10, Art. II., Ch. II., Page 7. Op. I., Aug. 29, 1877, Page 536, *Journal* 1878.

The *Grade system* (Recruit, Soldier, and Veteran degrees) was adopted by National Encampment at Cincinnati, May 12 and 13, 1869, and abolished by National Encampment at Boston, May 10 and 11, 1871.

ELIGIBILITY. (See ADMISSION, *Manual*.)

TO MEMBERSHIP. Art. IV., Ch. I., Page 4. (As changed by Nat. Encampment, June 18, 1879.)

"Soldiers and Sailors of the United States Army, Navy, or Marine Corps, who served between April 12, 1861, and April 9, 1865, in the war for the suppression of the Rebellion, and those having been honorably discharged therefrom after such service, and of such State Regiments as were called into active service and subject to the orders of U. S. General Officers between the dates mentioned, shall be eligible to membership in the Grand Army of the Republic.

"No person shall be eligible to membership who has at any time borne arms against the United States."

DECLARED ELIGIBLE.—1st. Applicant who may reside nearer another Post than that to which he applies. Op. XXXVI., June 5, 1872.

2d. Applicant with honorable discharge, if obtained without fraud, though borne on the State rolls as a deserter. Op. LXIX., Oct. 14, 1875. See also Op. LIV., July 19, 1873.

3d. Cashiered officer who had been reinstated in the Army and granted an honorable discharge. Op. XXII., Jan. 29, 1872.

4th. Paymaster's Clerk in the Navy. Op. VI., Sept. 7, 1871.

5th. Applicant borne on the rolls under an assumed name may be mustered under his true name. The question of identity must be determined by the Post, after careful investigation and upon satisfactory testimony. Op. 20, April 10, 1880, Page 705, *Journal* 1880.

6th. A former member dishonorably discharged may be admitted to the Post which discharged him on an application approved by the officer (or his successor) who approved the sentence of Court martial. Op. XXIV., Feb. 3, 1872.

DECLARED INELIGIBLE.—1st. No person shall be eligible who has at any time borne arms against the United States. Art. IV., Ch. I., Page 4. No exception can be made on account of involuntary service against the Union, even on subsequent enlistment and discharge from the Union service. Op. IV., Aug. 11, 1871. The Judge Advocate-General, Op. 12, Jan. 17, 1880, Page 699, *Journal* 1880, suggests that there may be cases proper for relief by the Nat. Encampment.

2d. Daughter of the Regiment. Op. XXXI., April 15, 1872.

3d. Deserter who again enlisted under a false name and obtained a discharge under the assumed name. Op. LIV., July 19, 1873.

4th. Paymaster's Clerk in the Army. Op. L, April 25, 1873.

5th. Scout, unless an enlisted man. Op. XVII., Dec 5, 1871.

6th. Officers of the Revenue Service. Op. XLVII., April 11, 1873. Op. 24, Jan. 21, 1879, Page 618, *Journal* 1879.

7th. Members dropped for non-payment of dues are not eligible to join any other Post, or form part of a new one, until reinstated. (Sec. 4, Art. IV., Ch. V., Page 25) Op. XXXV., May 25, 1872. Also Op. XLII., Dec. 19, 1872. Op. 6, Jan. 6, 1880, Page 697, *Journal* 1880. Foot-note to Page 25, R. and R.

8th. Contract Surgeon, commissioned by the President and confirmed by the Senate, but not mustered into service. Op. 26, March 29, 1879, Page 619, *Journal* 1879.

To OFFICE.—All members of the Grand Army in good standing are eligible to any office in the Order.

Sec. 2, Art. VI., Ch. II., Page 9. Posts.

“ 1, “ IV., “ III., “ 13. Departments.

“ 1, “ IV., “ IV., “ 18. Nat. Encampment.

A vote or By-Law declaring officers ineligible to re-election is illegal. Op. VIII., Jan. 29, 1878, Page 542, *Journal* 1878.

A comrade residing outside the territorial limits of a Department is not eligible to office in such Department. Op. XXIII., Feb. 3, 1872.

#### APPEALS.—Art. VII., Ch. III., Page 16.

“All members shall have the right of appeal through the proper channels from acts of the Posts or Post Commanders, and Department Commanders or Encampments to the next highest authority and to the Commander-in-Chief, whose decisions shall be final, unless reversed by the National Encampment; but all decisions appealed from shall have full force and effect until reversed by competent authority.”

Disputed questions arising in Posts must be first decided by the Post Commander, and then by the Post on an appeal from his decision; “thence to the Department Commander; thence to the Department Encampment or Council of Administration, if either is in session, and afterwards, or if they are not in session, directly to the Commander-in-Chief, and from him to the National Encampment or Council of Administration.” Op. LVI., Oct. 29, 1873.

But at each stage the question is to be decided by the officer receiving the same, who will return the papers through the proper channels, and each decision will stand as the *law* until reversed by competent authority.

The Department Commander or Commander-in-Chief may request the opinion of the Judge-Advocate or Judge Advocate-General whenever deemed necessary.

Questions requiring official decisions must not be referred directly to the Judge-

Advocate by Posts or comrades, but must be forwarded through the proper channels, in accordance with military usage, and returned in the same manner.

Appeals should be made in proper form in writing. (See CORRESPONDENCE, *Manual*.)

ARREARAGES.—Art. IV., Ch. V., Page 25.

*Members*—SEC. 3. Any member of a Post who is six months in arrears in the payment of his dues shall be prohibited from voting, shall be ineligible to any office in the Grand Army of the Republic, and shall be reported suspended . . . until such dues are paid. . . . Provided, however, that when a comrade is unable by reason of sickness or misfortune to pay his dues, they may be remitted by a two-thirds vote of the members present and voting at a regular meeting of the Post. . . .

The general regulations prescribe that a suspended member is not eligible to office and has no vote. Any regulation on the subject adopted by a Post not inconsistent therewith will be valid. Such By-Law may provide that suspended comrades be debarred the privilege of attending the meetings of the Post. Par. 1, Op. XVI., Nov. 26, 1871.

The power given to Posts in Ch. V., Art. IV., Sec. 3, Page 25, to remit dues should be exercised, if at all, before the case is reported to Department Headquarters. A Post cannot reinstate a comrade dropped for arrearages, and who had died after his name had been dropped. Op. XXVI., Feb. 24, 1872.

SEC. 4. “If a comrade shall be one year in arrears for dues, he shall be dropped from the roll, and reinstated only by the Post which dropped him by a two-thirds vote, by ballot, of all the members present and voting at a regular meeting, upon payment of a sum to be prescribed by a two-thirds vote of the members present and voting at a regular meeting; said sum not to be less than the amount charged as muster-in fee.”

SEC. 5. “The provisions of Sections 3 and 4 of this article shall not apply to any comrade in the service of the United States, and on duty at a distance from the Post of which he is a member.”

If the Post is disbanded, application may be made to another Post upon payment to the Department of amount due Post. Op. 6, Jan. 6, 1880, Page 697, *Journal* 1880; also note to Article quoted, Page 25, R. and R.

Members “dropped” for non-payment of dues must not be reported “dishonorably discharged.” Op. 2, Aug. 29, 1877, Page 536, *Journal* 1878.

A member suspended for non-payment of dues may be reinstated at any time prior to his being “dropped” by payment of arrearages to make him in good standing.

*Posts*.—SEC. 2. Any Post in arrears for returns and dues shall be excluded from all representation until the same are forwarded.

Posts in arrears twenty days are to be published in General Orders. Res. Nat. Enc. 1881, Page 803 *Journal*.

Department officers belonging to Posts in arrears do not thereby forfeit such office. Op. XIII., Oct. 12, 1871.

If reports have been made and forwarded, but have miscarried, the Department, on being satisfied of that fact, may admit the representatives of such Posts. The

Department officers should notify Posts of non-receipt of reports. If forwarded and not received, duplicates must be made. Op. XLIX., April 23, 1873.

*Departments.*—SEC. 1. Any Department in arrears for reports or dues shall be deprived of all representation in the National Encampment until the same are forwarded.

Members of the National Council of Administration shall not be debarred from membership by reason of their Departments being in arrears. Par. 1, Op. XII., Oct. 1, 1871.

#### RETURNS AND REPORTS.

Art. II., Ch. V., Page 23.

Posts.—The *Adjutant* prepares quarterly returns on FORM A under direction of the P. C. Sec. 3, Art. VIII., Ch. II., Page 10.

The *Quartermaster* makes quarterly returns on FORM B. Sec. 4, Art. VIII., Ch. II., Page 11.

The *Surgeon* makes a report on FORM F, as may be required by the Medical Director. Sec. 7, Art. VI., Ch. III., Page 15.

The *Post Commander* is required to forward these reports to the A. A. G. of the Department on the *first days of January, April, July, and October*, with the names of members in good standing who have held the offices of Commander-in-Chief, Senior Vice Commander-in-Chief, Junior Vice Commander-in-Chief, or Department Commander, and a list of applicants rejected during the quarter. Sec. 1, Art. II., Ch. V., Page 23.

The list of those rejected should show name, company, regiment, or vessel of service, and date of rejection.

The *Post Commander* shall forward at the same time (through the Assistant Adjutant-General) to the Assistant Quartermaster-General the Department tax on the members reported in good standing on Form A. Sec. 2, Art. III., Ch. V., Page 24.

Posts in arrears for reports must be excluded from representation in the Department Encampment. Sec. 1, Art. IV., Ch. V., Page 25.

DEPARTMENTS.—The A. A. G. will consolidate the quarterly returns of Post Adjutants (Form A) upon Form C, to be forwarded by the Department Commander to the A. G., on or before the twentieth day of each quarter.

Supplemental reports of Posts delinquent on previous returns should be made at the same time. Sec. 2, Art. II., Ch. V., Page 23.

The A. A. G. is required to receive and turn over to the proper officers all other returns prescribed. Sec. 2, Art. II., Ch. V., Page 23.

The A. Q. M. G. is required to consolidate the returns from Post Quartermasters (Form B) upon Form D, to be forwarded as above prescribed for report of the A. A. G. Sec. 5, Art. II., Ch. V., Page 23.

The *Medical Director* shall require such returns from Post Surgeons as may be needed and called for by the Surgeon-General, and shall make returns to that officer. Sec. 7, Art. VI., Ch. III., Page 15.

The *Department Commander* is required to forward the consolidated reports of the Assistant Adjutant-General and Assistant Quartermaster-General to the Adjutant-General, National Encampment, on or before the twentieth days of April, July, October, and January. [See R. and R., above quoted.]

He shall at the same time forward the quarterly tax due on members reported in good standing on Form C. Sec. 1, Art. III., Ch. V., Page 24.

Payment shall be made as required by the indorsement upon Form D, by Draft or Money Order, to the order of the Quartermaster-General.

Departments in arrears for reports or dues shall be deprived of all representation in the National Encampment until the same are forwarded. Sec. 1, Art. IV., Ch. V., Page 25.

Departments in making reports to National Headquarters must not include the membership of Posts in arrears. Representation is, therefore, lost to that extent in the Encampment.

**INSPECTION REPORTS.**—The Inspection of Posts is provided for by Article V., Ch. V., Page 26. The *Assistant Inspectors* make returns of inspections of Posts on FORM H. These reports are to be consolidated by the *Inspector* of the Department on FORM E whenever required by the Commander-in-Chief or the Inspector-General.

#### GENERAL NOTES.

Representation of Posts in the Department Encampment is based upon the number of members reported in good standing on the return (A) for the *third* quarter, ending September 30th.

Representation of Departments in the National Encampment is based upon returns (C) for the *fourth* quarter, ending December 31st.

The Post Commander is responsible for prompt returns from his Post. He should see that the books and papers are always well kept, and in condition for making the summary required at the close of each quarter.

The data called for on the application for membership should be neatly copied into the Descriptive Book on the night the recruit is mustered. This should be done by the Sergeant-Major. During the week preceding the end of the quarter this data should be copied on the Muster Roll of Form A, requiring then only the entry of names added at the last meeting for completion.

By the exercise of reasonable forethought all the work required can be so well in hand that, by remaining a short time after the close of the Post meeting, the returns could be completed and in the hands of the P. C. for mailing next day.

This is the rule in the best managed Posts, and is found to be easier than to delay one, two, or three weeks, besides saving the annoyance and humiliation

attendant upon unnecessary delay or the negligent performance of duties.

Officers-elect are not to be installed unless all the required reports have been made and forwarded. (*Installation Services.*)

Timely requisition should be made for all blanks for returns, which will be furnished free of cost. (See Res. N. E., Page 479, *Journal* 1877.)

#### LEAVE OF ABSENCE—TRANSFERS—DISCHARGES.

##### LEAVE OF ABSENCE.—Sec. 1. Art. IV., Ch. II., Page 8.

Is a certificate that the holder is in good standing in his Post. Good for the time therein specified.

##### TRANSFERS.—Sec. 2.

May be applied for by a comrade in good standing at any regular meeting, either verbally or in writing. The P. C., however, has the discretionary power to require such application to be made in writing. Op. III., Par. 2, Aug. 11, 1871. Op. XXVIII., March 16, 1872.

Must be granted by the P. C. without a vote of the Post to such applicant as a matter of right, and no restriction can be imposed in the form of a fee or otherwise. Op. XXIX., April 2, 1872. Op. LXIII., Jan. 25, 1875.

Dues are not payable by a comrade holding a transfer card from and after date of transfer. Op. XXXIX., Sept. 2, 1872.

Comrades holding valid transfer cards may visit Posts, but must satisfy the Post by the usual examination. Op. V., Nov. 26, 1877, Page 539, *Journal* 1878.

*Admission on transfer card, provided by Art. III., Ch. II., Page 7.* If the holder of a transfer card is not admitted to membership within one year from date, the transfer card will be void, and he considered *honorable discharged*. Sec. 2, Art. IV., Ch. II., Page 8.

Election to membership on application on transfer card (Sec. 4, Art. IV., Ch. II., Page 8) may be by ballot or *viva voce*. Par. 2, Op. V., Nov. 26, 1877, Page 539, *Journal* 1878.

A Post on disbanding cannot issue transfer cards Op. XIX., Jan 2 1872.

Members of disbanded Posts in good standing at the time of dissolution of Post receive transfer cards from the A. A. G. Sec. 4, Art. IV., Ch. II., Page 8.

DISCHARGE.—Art. IV., Ch. II., Page 8, Sec. 3. *Honorable discharge to be granted as above provided for Transfers.* Provided,

1st. That the application lay over to a subsequent meeting.

2d. If the applicant has committed any offence against the Order, the granting of the Discharge paper may be reasonably delayed to allow the presentation of charges. Op. XLV., Feb. 26, 1873.

Provision is made for re-admission of comrades honorably discharged, in Sec. 3, Art. IV., Ch. II., Page 8.

*Dishonorable Discharge* can only be by Court-Martial. Op. I., July 1, 1871.

Comrades dishonorably discharged may be re-admitted on reformation and with approval of officer approving the sentence. Op. XXIV., Feb. 3, 1872.

Comrades "dropped from the rolls" for non payment of dues must be so reported, and not as "dishonorably discharged." Op. II., Aug. 29, 1877, Page 536, *Journal* 1878.

### VOTING.

Postrs.—No special form or sign is provided for voting in Posts, excepting for the admission of recruits and the election of officers, when a ballot is required.

The vote for applicants by transfer may be either by ballot or *viva voce*. Op. V., Nov. 26, 1877, Page 539, *Journal* 1878.

At elections for officers a ballot may be dispensed with by unanimous consent. Sec. 1, Art. VII., Ch. II., Page 9.

All other matters will be voted on *viva voce*.

[P. C. All in favor of the motion, will say *Aye*. All opposed to the motion, will say *No*.

The motion appears to be carried (or lost)

If no division be called for he will declare the motion *carried* (or lost.)

If a division be called for he will cause all in favor to rise and be counted by the Adjutant, thence those opposed.]

Posts may by By-Laws provide that all comrades present shall vote on any question when their attention is called to the rule (Op. LVIII., Jan. 1, 1874); also for the calling and entry on the records of the yeas and nays on the demand of (say five) comrades.

Posts cannot ballot collectively on applications for membership. Op. 27, March 29, 1879, Page 619, *Journal* 1879.

"The mode of election by ballot gives to every comrade voting an unquestionable right and opportunity to express his opinion. The ballot should be conducted so that no comrade's vote should be known, and he cannot from the nature of the case be called in question for exercising his choice. No comrade ought to be influenced by personal dislike or malice, but should decide in every case upon his honest convictions. Yet, if he does not, he cannot be restrained of his privilege. He must answer to his own conscience."

"The Regulations prescribe that before the vote is taken an opportunity shall be given to any comrade to state his objections to the candidate, and, if this is complied with, the friends of the candidate will ordinarily withdraw his application if it becomes probable that he will not be elected; or if invalid objections are presented, after friendly discussion, they may be removed." Op. XV., Nov. 16, 1871.

DEPARTMENTS.—Each member present is entitled to one vote. The ayes and noes may be required by any three members representing different Posts. Art. VIII., Ch. III., Page 16.

NATIONAL ENCAMPMENT.—Each member present is entitled to one vote. The ayes and noes may be required and entered upon the record at the call of any three members representing different Departments. Art. VII., Ch. IV., Page 21.

BONDS.—Art. VII., Ch. V., Page 29.

Bonds are to be approved (except for an A. Q. M. G., whose Bond must be approved by C. of A.) and held by the respective commanding officers as trustees for their several commands.

It is required that each Post Quartermaster give bonds in a sum to be named by the Post; each Assistant Quartermaster-General in the sum to be named by the Council of Administration; the Quartermaster-General in the sum of five thousand dollars, and the Adjutant-General in one thousand dollars.

This matter is of vital importance to the organization, and demands the closest scrutiny.

Posts of the Grand Army, unincorporated, cannot bring suits against defaulting officers, except in an indirect and troublesome manner. The *law* as applicable to such institutions in each State should be carefully examined by the Judge-Advocate in each Department, in order that a bond may be provided that will stand legal tests, and forms then printed and issued to Posts.

*Generally*, the bond of an officer re-elected, and not renewed for each term, is void.

The Department of Pennsylvania has adopted the following form as legally covering the whole ground in that State :

*Know all men by these Presents: That we;* \_\_\_\_\_ of the \_\_\_\_\_ of in the County of \_\_\_\_\_ and State of \_\_\_\_\_ and \_\_\_\_\_ of the said \_\_\_\_\_ are held and firmly bound unto \_\_\_\_\_ of the said \_\_\_\_\_ in the County and State aforesaid, Post Commander of \_\_\_\_\_ Post No. \_\_\_\_\_ Department of Grand Army of the Republic, and Trustee, as such Commander of the said Association, in the sum of \_\_\_\_\_ lawful money of the United States of America, to be paid to the said \_\_\_\_\_ Post Commander and Trustee of the Association as aforesaid, or his successor as Commander; and Trustee, to his certain attorney, executors, administrators or assigns to which payment well and truly to be made, we do bind ourselves, jointly and severally our respective heirs, executors, and administrators, firmly by these presents. Sealed with our seal. Dated the \_\_\_\_\_ day of \_\_\_\_\_ in the year of our Lord one thousand eight hundred and \_\_\_\_\_

*Whereas, The above bounden \_\_\_\_\_ has been chosen by an Association known as \_\_\_\_\_ Post No. \_\_\_\_\_ Department of \_\_\_\_\_, Grand Army of the Republic, as Quartermaster thereof, to serve until the \_\_\_\_\_ day of A. D. 18 \_\_\_\_\_ by reason whereof, and as such Quartermaster, he will receive into his hands and possession divers sums of money, documents, books, papers, etc., the property of said Association, and by virtue of said office, as Quartermaster, is bound to*

keep true and correct account of said property, and of his receipts and disbursements for and on account of said Association.

*Now the condition of this Obligation is such, That if the above bounden shall and will from time to time, and at all times hereafter for and during the above-mentioned term of office, and for and during any one or more subsequent terms for which he may hereafter be elected Quartermaster of the said Association, and until he shall deliver all the property which he may have received as such Quartermaster to his successor in office, or to such other person or persons as said Association or its authorized officers may direct, well and faithfully perform and discharge all and singular the duties now required, or which may hereafter be required of him as Quartermaster aforesaid, by the Constitution, By-Laws, Rules and Regulations of the said Grand Army of the Republic; and if the said his executors, or administrators at the expiration of his said term of office, or at the expiration of any subsequent term for which he may hereafter be elected, and whenever he shall cease to be Quartermaster, upon request to him or them made, shall make and give unto such auditor or auditors as shall be appointed by the said Association a just and true account of all such sum or sums of money, goods and chattels, and other things as have come unto his hands, charge, or possession, as Quartermaster aforesaid, during the term above mentioned, or during any subsequent term for which he the said may hereafter be elected, and shall and do pay and deliver over to his successor in office, or to such other person or persons as said Association or its authorized officers may direct, all such balances or sums of money, goods and chattels, and other things which shall appear to be in his hands, and due from him to the said Association, then this obligation to be void, or else to be and remain in full force and virtue.*

Sealed and delivered in the presence of us.

[SEAL.]

[SEAL.]

To Esq., Attorney of the Court of Common Pleas, at in the County of in the State of , or to any other Attorney of the said Court, or of any other Court there or elsewhere:

Whereas, We of the of in the County of and State of of the said in the County and State aforesaid, in and by a certain obligation bearing even date herewith, do stand bound unto of the of in the County and State aforesaid, Post Commander of Post No. Department of and Trustee as such Commander of the said Association, in the sum of lawful money of the United States of America, reciting whereas the above bounden has been chose by an Association known as as Quartermaster thereof to serve until the day of A. D. 18 by reason whereof, and as such Quartermaster he will receive into his hands and possession divers sums of money, documents, books, papers, etc., the property of said Association, and by virtue of said office, as Quartermaster, is bound to keep true and correct account of said property, and of all his receipts and disbursements for and on account of such Association.

*Now the condition of this Obligation is such, That if the above bounden shall and will from time to time, and at all times hereafter for and during the above mentioned term of office, and for and during any one or more subsequent terms for which he may hereafter be elected Quartermaster of the said Association, and until he shall deliver all the property which he may have received as such Quartermaster to his successor in office, or to such other person or persons as said Association or its authorized officers may direct; well and faithfully perform and discharge all and singular the duties now required, or which may hereafter be required of him as Quartermaster aforesaid, by the Constitution, By-Laws, Rules and Regulations of the said Association; and if the said his executors or administrators, at the expiration of his said term of office, or at the expiration of any subsequent term for which he may hereafter be elected, and whenever he shall cease to be Quartermaster, upon request to him or them made, shall make and give*

unto such auditor or auditors as shall be appointed by the said Association a just and true account of all such sum or sums of money, goods, chattels, and other things as have come unto his hands, charge, or possession, as Quartermaster aforesaid, during the term above mentioned, or during any subsequent term for which he the said Quartermaster may hereafter be elected; and shall and do pay and deliver over to his successor in office, or to such other person or persons as said Association or its authorized officers may direct, all such balances or sums of money, goods, and chattels, and other things which shall appear to be in his hands, and due from him to the said Association, then this obligation to be void, or else to be and remain in full force and virtue.

These are to desire and authorize you, or any of you, to appear for us, our respective heirs, executors, or administrators, in the said Court or elsewhere, in an action of debt there or elsewhere brought, or to be brought against our respective heirs, executors, or administrators, at the suit of the said Post Commander and Trustee aforesaid, his successors in the office of Commander, or his assigns, on the said obligations, as of any term or time past, present, or any other subsequent term or time there or elsewhere to be held, and confess judgment thereupon against us, our respective heirs, executors, or administrators, for the sum of ~~lawful~~ lawful money of the United States of America, debt, besides costs of suit by *Non sum informatus Nihil dicit*, or otherwise, as you shall seem meet: And for you, or any of you so doing, this shall be your sufficient warrant; and we do hereby for ourselves, our respective heirs, executors, and administrators, remise, release, and forever quitclaim unto the said Commander and Trustee aforesaid, his certain attorney, successor, as Commander aforesaid, and assigns, all and all manner of error and errors, misprisions, misentries, defects, and imperfections whatever in the entering of the said judgments, or any process or proceedings thereon or thereto, or anywise touching or concerning the same.

*In Witness whereof, We have hereto set our hand and seal the* day  
of in the year of our Lord one thousand eight hundred and

Sealed and delivered in the presence of us.

[SEAL.]

[SEAL.]

## COURT-MARTIAL.

REVISING ARTICLE VI., CHAPTER V., PAGE 27.

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The following Rules, prepared pursuant to action of the National Encampment, 1879 (see Par. XIII., Page 640, *Journal* 1879), are issued for the instruction and government of the Order. It being designed:

1st. To give Posts more control over charges preferred against their members.  
 2d. To avoid the necessity for a formal Court-Martial in petty cases. 3d. As a guide for conduct of Court-Martial.

From and after promulgation hereof, no Post Courts-Martial shall be convened, except when the same shall have been ordered by a majority vote of the Post of which the accused shall be a member, or of the Post under whose jurisdiction or control he shall be at the time, or by the Department Commander.

If a Post deem charges, duly presented, too trivial for trial by Court-Martial, yet requiring investigation, upon a motion duly made, and adopted by a majority vote of the Post, the P. C. shall appoint a COURT OF INQUIRY, of three or five comrades in good standing, to whom the matter shall be referred, with authority to make such examination as may by them be deemed necessary, reporting in writing, at the earliest date, their findings and recommendations thereon for the action of the Post.

The findings and sentences of Post Courts-Martial shall be approved by a majority vote of said Post, subject to an appeal to the Department Commander. If the sentence of any Post Court-Martial shall be *dishonorable discharge or dismissal*, if approved by a majority vote of the Post, the proceedings, findings and sentence, shall be forwarded by the Post Commander to the Department Commander (through the Assistant Adjutant-General of the Department) for his approval. Such a sentence cannot be promulgated without his approval.

Post Courts-Martial shall be composed of not less than five (5) nor more than nine (9) members and a Judge-Advocate, all of whom shall be appointed by the Post Commander in a special order convening the Court. He shall name the comrade who shall act as the President of the Court, and the other members of the Court shall rank before the Court according to their numbers or names in the said special order appointing the Court.

No member can be dishonorably discharged without trial by Court-Martial, Op. I., July 1, 1871.

Sentences of Courts-Martial must not be published outside our Order. Op. XXX., April 15, 1872.

It is not proper to collect and read in open Post evidence involving the character and reputation of a comrade. "If a comrade knows anything in the conduct of another which makes him an unfit associate of the members of the Post he should

prefer charges, and have his knowledge brought before the Court-Martial in the form of evidence." Op. XXXII, April 15, 1872.

Details for Court-Martial may be made from any comrades in the jurisdiction of the officer ordering the Court. "It is not good ground for challenge that members have not held as high office as the accused." Op. 21, May 3, 1880, Page 705, *Journal* 1880.

"The Post Commander in detailing a Court-Martial should exercise a sound discretion. He should not select those near of kin to the accused, or those known to entertain prejudice, and should not detail a comrade who would probably be the reviewing officer. The accused could challenge for cause any member." Op. 5, Jan. 6, 1880, Page 656, *Journal* 1880.

"By military usage the reviewing officer has power to mitigate a sentence when it is sent up for his approval, but not after he has once passed upon it. His action then is final." Op. LXIV., March 16, 1875.

"The Commander-in-Chief may revise, remit, or reduce the sentence of C.-M. in meritorious cases at any time, on application, approved by intermediate authorities." Res. Nat. Encampment 1880, Page 724, *Journal* 1880.

The Commander-in-Chief, or a Department Commander, may refuse to order a trial by Court-Martial, in any case, if deeming the charges "too trivial," or for other causes in their discretion. *Op. I, March 23, 1881, Page 784, Journal 1881.*

The following form of order shall be used by the Post Commander:

HEADQUARTERS, . . . . . Post, No: . . .

DEPARTMENT OF : . . . . . , G. A. R., . . . . . 18 . .

SPECIAL ORDERS No. 111

A Post Court-Martial is hereby appointed to meet at . . . . .  
on the . . . . . day of . . . . . A. D. 18 .  
or as soon thereafter as practicable, for the trial of Comrade . . . . .

DETAIL FOR THE COURT.

1. Comrade . . . . . President. 2. Comrade . . . . .  
3. " . . . . . 4. "  
5. " . . . . . 6. "  
7. " . . . . . 8. "  
9. " . . . . .

Comrade \_\_\_\_\_ to be Judge-Advocate.

By order of the Post,

Post Commander.

Adjutant.

The following shall be the form of the charge and specification:

Charge and specification preferred against Comrade . . . . . Post, No . . . . .

Department of Mathematics, G. A. R.

CHARGE. (Here insert the charge.)

*Specification.*—In this that the said Comrade . . . . .  
(Here specify what he did.)

(Here insert other specifications, or other charges and specifications, to cover

(Here insert other specifications, or other charges and specifications, if any, the case.)

All this at . . . . . day of . . . . . 18 . . .  
 on or about the . . . . . day of . . . . . 18 . . .  
 By order of . . . . . Post No. . . . .  
 . . . . .  
 Post Commander.

Attest, . . . . .  
 Adjutant.

The Judge-Advocate shall give the accused at least ten days' notice of the time and place at which the Court will sit for his trial, enclosing a copy of the charge and specification, and a list of the members of the Court. The notice shall be in the following form:

Attest, . . . . .  
 COMRADE . . . . .

You are hereby notified that a Post Court-Martial, by order of . . . . .  
 . . . . . Post, No. . . . . Department of . . . . .  
 . . . . . G. A. R. (*or of the Department Commander*), will convene for your trial upon the charge and specification preferred against you at . . . . .  
 on . . . . . 18 . . . at . . . o'clock . . . M.

I send you herewith a copy of the charge and specification, and a list of the members of the Court.

You will please attend.

Yours in F., C., and L.,

Judge-Advocate of the Court.

The Court shall meet at the time and place appointed, and proceed as follows:

The Judge-Advocate shall call the roll of members of the Court, and if *five* are present the Court will be announced as open, and the accused admitted with his counsel. Should the accused not appear, the trial shall proceed in the same manner as if he were present. Should the Court be cleared for deliberation at any time, no person can be present except the Court and the Judge-Advocate.

The Judge-Advocate shall then rise and read aloud to the accused, if present, the order appointing the Court, and then ask the accused if he has any objection to any member of the Court named in the order, and record all objections in the proceedings. If no objections are presented, the trial will go on; but if objection is stated, the same shall be considered, after which the Court will be cleared, the challenged member of the Court retiring. After deliberation, the doors will be re-opened, and the Judge-Advocate shall announce the decision of the Court. If the objection made by the accused is sustained by the Court, the challenged member cannot act in the case.

The President and other members of the Court present shall then rise, and the Judge-Advocate shall administer to them, together, the following

*Obligation of the Court.*

" You, and each of you, do solemnly and sincerely declare and affirm, on honor as Comrades of the G. A. R., that you will well and truly try and determine, according to evidence, the matter now before you, that is to say, the charges and specifications preferred against Comrade . . . . ., of Post No. . . . ., G. A. R., and that you will duly administer justice according to the Rules and Regulations of the G. A. R., without partiality, favor, or affection; and, if any doubt shall arise not explained by said Rules and Regulations, according to your conscience, the best of your understanding, and the custom in like cases; and you, and each of you, do further declare and affirm that you will not divulge the sentence of the Court

until it shall be published by the proper authority ; neither will you disclose or discover the vote or opinion of any particular member of the Court-Martial, unless required to give evidence thereof in due course of law. So you, and each of you, do affirm."

The Judge-Advocate shall then rise, and take the following obligation, which shall be administered to him by the President of the Court.

" You, Comrade . . . . . , Judge Advocate of the Court, do solemnly and sincerely declare and affirm, on your honor as a Comrade of the G. A. R., that you will not disclose or discover the vote or opinion of any particular member of the Court-Martial, unless required to give evidence thereof, as a witness, by a Court of Justice, in due course of law, nor divulge the sentence of the Court to any but the proper authority until it shall be duly disclosed by the same. So you do affirm."

The Judge-Advocate shall then arraign the accused, reading aloud to him the charge and specification, and at the close shall say :

" How say you, Comrade, . . . . . , Guilty or Not Guilty ? "

Whereupon the *plea* of the accused shall be taken, and recorded to *each specification*, as well as to the *charge*.

The Judge-Advocate shall then call the first witness for the prosecution, and administer to him and every witness the following

#### *Obligation of Witnesses.*

" You, Comrade . . . . . , do solemnly and sincerely declare and affirm, on your honor as a Comrade of the G. A. R., that the evidence you shall give in the cause now in hearing, in the trial of Comrade . . . . . , shall be the truth, the whole truth, and nothing but the truth, and this you do affirm."

The Judge-Advocate shall then ask the witness :

" Do you consider this affirmation and obligation binding on your conscience ? "

The evidence of the witness shall then be taken, and written by the Judge-Advocate, in narrative form, as far as practicable. All questions shall be reduced to writing and handed to the Judge-Advocate, who shall read them to the witness, if they are proper questions and relevant to the case. Should any dispute arise as to the competency of evidence, or of any question propounded, the Court shall be cleared for deliberation, and, on re-opening, the decision shall be announced by the Judge-Advocate.

When all the witnesses for the prosecution have been examined, the accused shall enter upon his defence. If no counsel shall appear on behalf of the accused, the Judge-Advocate shall assist the accused, so far as he can, in presenting his defence, and in shaping questions to his witnesses, but it shall also be the duty of the Judge-Advocate to cross-examine the witnesses for the defence. After the testimony on both sides has been closed, the Judge-Advocate may address the Court, if he thinks proper, in support of the prosecution, and the accused, or his counsel, may address the Court for the defence, the Judge-Advocate having the privilege of making the closing argument in the case. After which the Court shall be cleared for deliberation.

The findings of the Court shall be by written vote upon *each specification* and *charge*. The votes shall be collected by the Judge-Advocate, and he shall announce the result to the Court when counted, which shall be done in their presence. The conviction or acquittal of the accused shall be determined by a *majority* of the votes of the members of the Court. The order in which the Court shall vote shall be as follows : The Court being ready to vote, the President so informs the Judge-Advocate, who then reads, in consecutive order, the specifications to the first charge, and then the first charge, and so on with the other charges and specifications, and

the votes shall be taken, in succession, upon each specification and charge, as it is read by the Judge-Advocate.

An equal division of the votes on any specification or charge shall result in a finding of not guilty as to that specification or charge.

Votes having been taken, and the findings recorded, upon each specification and charge, the finding thus declared is the decision of the Court, and the sentence should then be pronounced in strict accordance with the charges and specifications of which the accused has been found *guilty*, and should be without regard to individual sympathies or opinions. This is required by the obligation assumed by each member of the Court.

The voting on the grade of sentence to be imposed shall be conducted as follows: Taking that of the highest grade first, if a *majority* of the Court present shall vote for the highest grade of punishment, it shall be recorded as the sentence of the Court. All members of the Court present must vote for some proper sentence of the Court, and if that which any member votes for is not adopted by a majority vote of those present, some punishment must be voted till a majority agree as to one punishment.

Every Court-Martial shall keep a complete and accurate record of its proceedings, to be authenticated by the signatures of the President and Judge-Advocate of the Court, who shall also certify, in like manner, the sentence pronounced by the Court.

The following form will serve to enable the Courts-Martial to present a proper

## RECORD OF THE PROCEEDINGS.

(Here insert the order appointing the Court.)

### HEADQUARTERS . . . . .

a'clock

The Court met pursuant to the above order. Present:

The Court met pursuant to the above order. Present: Comrade [redacted] President.

“ . . . . . Comrade . . . . ., President

“*Conrad*”

and Comrade . . . . . Judge Advocate . . . . .

The accused, Comrade . . . . . of Post No . . . ,  
Department of . . . . . G. A. R., was also present (and his  
accused, if present).

The Judge-Advocate having read the order convening the Court, asked the accused, Comrade . . . . ., if he had any objection to any member named therein, to which he replied that he had no objection to any member named in the order convening the Court.

[In the event of objection, state the name of the member objected to as follows: "The accused objected to Comrade . . . . . , and stated his cause of challenge as follows: (Here insert the statement of the accused) Comrade . . . . . (the challenged member of the Court) stated that . . . . . etc.)

The Court was cleared, the challenged member retiring, and after due deliberation the doors were opened, the accused and challenged member present, and the decision of the Court was announced by the Judge-Advocate: "That the challenge

is sustained as sufficient," or "That the challenge is not sustained, being insufficient."

The members of the Court then rose, and they, and each of them, in the presence of the accused, were duly affirmed and obligated by the Judge-Advocate, and the Judge-Advocate was thereupon duly affirmed and obligated by the President of the Court, in the presence of the accused.

The accused, Comrade . . . . . of Post No. . . . ., Department of . . . . ., G. A. R., was arraigned on the following

Charges and specifications, which were read aloud by the Judge-Advocate.  
(Here insert them.)

To which the accused pleaded as follows:

To the first specification of 1st charge . . . . .  
" second " " " . . . . .  
" first charge . . . . .  
" first specification of 2d charge . . . . .  
" second " " " . . . . .  
" second charge . . . . .

Comrade . . . . . of Post No. . . . ., G. A. R., a witness on the part of the prosecution, was duly affirmed and obligated.

Question by Judge-Advocate . . . . . (Here insert question.)  
Answer . . . . . (Here insert the answer.)

(When the Judge-Advocate has finished his examination, the accused, or his counsel, may put questions, through the Judge-Advocate, who shall be recorded thus:)

Question for defence . . . . .

Answer . . . . .

(When the cross-examination is completed the Court may put questions, through the Judge-Advocate, which shall be recorded thus:)

Question by the Court . . . . .

Answer . . . . .

(And so on with each witness for the prosecution.)

The prosecution here closed.

Comrade . . . . . of Post No. . . . ., Department of . . . . ., G. A. R., a witness on the part of the defence, was duly affirmed and obligated.

Question for defence . . . . .

Answer . . . . .

Question by Judge-Advocate . . . . .

Answer . . . . .

Question by the Court . . . . .

Answer . . . . .

(Should the Court adjourn pending the proceedings.)

The Court then adjourned to meet again at . . . o'clock . . . M., on . . . . ., 18 . . .

(On re-assembling, the record proceeds.)

. . . o'clock . . . M., . . . . . 18 . . .

The Court met, pursuant to adjournment. Present: Comrade . . . . ., President, Comrades . . . . . (here insert names of all members of Court present), and Comrade . . . . ., Judge Advocate.

The accused . . . . . was also present (with his counsel, . . . . .).

The proceedings of the last session of the Court, on . . . . . 18 . . . . ., were presented to the Court by the Judge-Advocate.

(Here record additional proceedings.)

The accused (or "the counsel for the accused") addressed the Court (or "read a statement") for the defence. (If in writing, it should be appended to the proceedings and marked.)

*(Here add the statement of the Judge-Advocate, or "The Judge-Advocate submitted the case to the Court.")*

The Court was then cleared for deliberation, and having maturely considered the evidence adduced, find the accused, Comrade . . . . . of . . . . . Post No. . . . . , Department of . . . . . G. A. R., as follows:

Of the first specification of first charge, Guilty (or "Not Guilty," as the case may be).

Of the second specification of first charge, Guilty (or "Not Guilty," as before).

Of the first charge, . . . . . Guilty (or "Not Guilty," as the case may be).

*(And so on with each specification and charge.)*

*Sentence.*

And the Court do therefore sentence him, Comrade . . . . . of . . . . . Post, No. . . . , Department of . . . . . G. A. R., that he be . . . . . *(Here insert the sentence of the Court.)*

*(If a suspension, record it thus:)*

• • • • • "suspended from membership in the Grand Army of the Republic, and from all rights and privileges of the Order, for the period of . . . . . *(Insert the time.)*

*(If a dishonorable discharge, record it thus:)*  
• • • • • "dishonorably discharged and dismissed from the Grand Army of the Republic."

(Signed)

• • • • •  
President of the Court.

• • • • •  
Judge-Advocate.

*(When the proceedings are forwarded to the Department Commander, indorse as follows:)*

Proceedings, Findings and Sentence of the Court-Martial in the trial of Comrade . . . . . of Post No. . . . , Department of . . . . . G. A. R.

Approved. Respectfully forwarded to . . . . . Commander, Dept., of . . . . . G. A. R.

(Signed) • • • • •

Post Commander,

• • • • • Post No. . . . , G. A. R.

To . . . . .  
Asst. Adjt.-Gen'l.

## CORRESPONDENCE.

Correspondents must follow military usage. Communications are to be made on letter paper folded in three equal parts, and indorsed on the first fold in the following manner :

HEADQUARTERS — Post, No.—,

DEPARTMENT OF ——, G. A. R.

-18

A— B—,

Commander.

[Here give brief statement of contents.]

Reply will be made by indorsement through the different channels required.

Comrades address Post Adjutants. Post Commanders the A. A. G. of the Department. Department Commanders the Adjutant-General.

From National Headquarters to Posts the reverse rule is followed.

The Adjutant-General addresses the Department Commander, and the A. A. G. the Post Commander.

As a matter of convenience the A. A. G. may address the A. G. direct on routine matters.

### FORMS:

### *A Comrade in the Post.*

18

A—— D——, —

Adjutant —, Post No.—

Comrade;

I respectfully ask a decision on the following point.

\* \* \* \* \*

Yours in F., C., and L.,  
J. F.

*Post to Department.*

HEADQUARTERS —— POST NO. —, DEPT. OF ——, G. A. R.  
————— 18

A. A. G., Department of ——

Comrade :

\* \* \* \* \*

Yours in F., C., and L.,  
G — H —,

Post Commander.

*Department to National Headquarters.*

HEADQUARTERS DEPARTMENT OF ——, G. A. R.  
————— 18

I — J —,

Adjutant-General, G. A. R.

Comrade :

\* \* \* \* \*

Yours in F., C., and L.,  
K — L —,  
Department Commander.



## ORDERS.

THE OFFICIAL ORDERS of a Post will be signed,

\* \* \* \* \*

By order of A — B —, Post Commander.

C — D —,  
Adjutant.

*Of a Department.*

By command of E — F —, Dept. Commander,

G — H —,  
A. A. G.

*Of National Headquarters.*

By command of I — J —, Commander-in-Chief.

K — L —,  
Adjutant-General.

ORDERS received by Posts should be read in place at the next meeting after their receipt. No vote is necessary on their reception.

If business is suggested it lays over until "New Business." Otherwise the orders will be duly filed.

## MEMORIAL DAY.

Art. XIV., Ch. V., Page 32.

Resolution of National Encampment, 1877, affirms that Memorial Day is established to preserve the memories of those *only* who fought in defence of the national unity.

Resolution of National Encampment, 1878, prescribes that all flags hoisted upon Memorial Day shall be at half-mast.

Posts and comrades are required to observe Memorial Day, and whilst Posts near each other may properly combine for a joint observance, the method and the arrangement therefor is entirely for the discretion of the Posts concerned. The Department Commander cannot exercise command nor interpose his authority in such cases. Op. XLVIII., April 17, 1873.

## PARADES.

The following instructions will govern the formation of Posts in line and in column, and will be observed on all public parades, funerals, and other occasions of ceremony.

## FORMATION IN LINE.

The Post Commander takes position four yards in front of the centre of the Post, the Adjutant two yards in his rear; the Senior Vice-Commander two yards in front of the centre of the right platoon, and the Junior Vice-Commander two yards in front of the centre of the left platoon.

The music will form on the *extreme* right.

The Post color bearers will take position two yards on the left of the music.

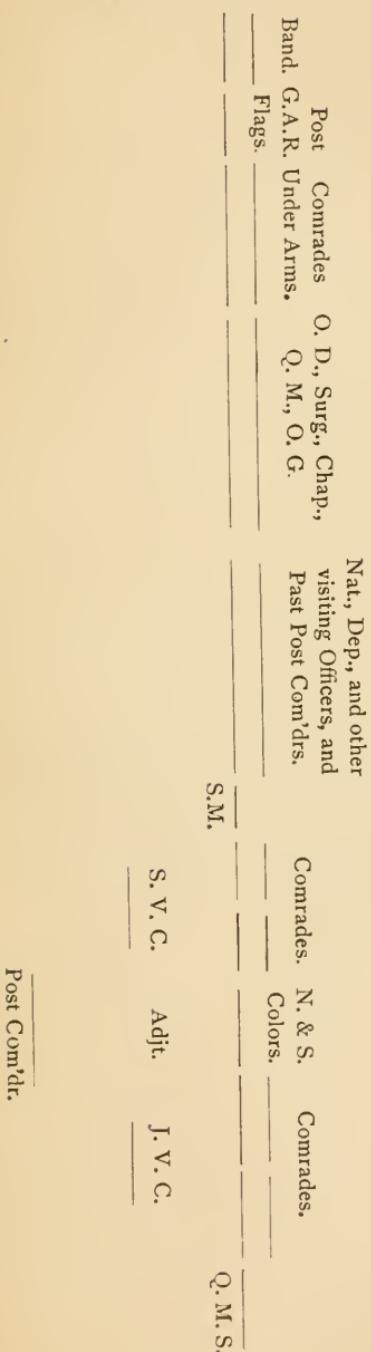
Comrades under arms take position two yards on the left of the Post colors. The officers of the Post not otherwise assigned take position two yards on the left of the comrades under arms in the following order: Officer of the Day, Surgeon, Chaplain, Quartermaster, Officer of the Guard, and National, Department, and other visiting Officers, and Past Post Commanders, according to rank, two yards on the left of the O. D.

The Post will form three yards on the left of these officers, with the Sergeant-Major on the right, and the Quartermaster-Sergeant on the left of the front rank; the National and State Colors on the left of the right platoon.

Corps flags will be distributed at equal distances along the line, and will be carried by No. 4 of the proper section.

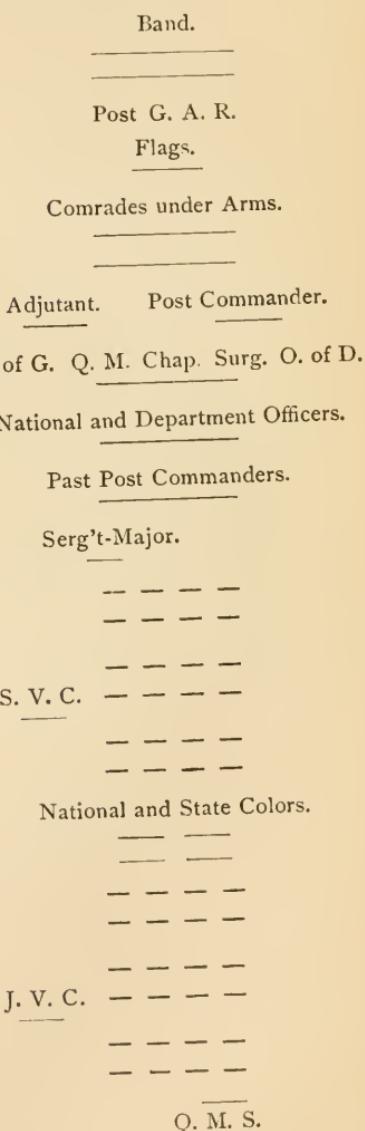
The Sergeant-Major and Quartermaster-Sergeant will carry the *Post Guidons*.

## FORMATION IN LINE.



### FORMATION IN COLUMN.

On wheeling into column the Post Commander will take position immediately in rear of the comrades under arms, the Adjutant taking position on his left. The accompanying diagram shows the position of the other officers, and of the colors.



## GENERAL INSTRUCTIONS.

Should there be no comrades under arms, the same relative formation will be observed.

If the Post be accompanied by a military escort without music, the escort will form, when in line, four yards on the left of the Post music, and will occupy the same relative position when in column. If provided with music, the military escort will form two yards on the right of the Post band, and will occupy the same relative position when in column.

In formations in line or column of two or more Posts, they will form in their numerical order at four yards interval or distance.

Visiting Posts will form four yards on the left of the Post whose guests they are.

Posts will be divided into two equal platoons, formed in *double rank* and counted off in fours.

## FUNERAL HONORS.

When the comrades under arms or a firing party are not separately officered, the Officer of the Day shall, under the Post Commander, have command of them and the pall bearers.

## SALUTING.

The question of wearing swords or belts outside of the Post rooms is remitted to the different Departments or Posts for action.

In marching, honors will be paid by dipping the colors only.

None of the officers or comrades will salute with the hand when in column or on the march.

When formed in line honors will be paid by dipping the colors, officers and comrades under arms "presenting arms," all others saluting only with the hand at the command, "*Present, ARMS!*" (At the command **ARMS**, comrades will carry the right hand smartly to the visor of the cap, palm of the hand to the front, the fore-finger touching the vizor.) The hand will be retained in this position until the command, "*Carry, ARMS!*" when it will be dropped smartly to the side.











HARV

BY  
HNM

